

	TITLE:	CFO & Business Ops
DOCUMENT ID:	Chief Financial Officer and Business Operations Business Recovery Plan	

1.0 Purpose

2.0 Chief Financial Officer and Business Operations

2.1 JLab Contingency Planning Highlights and Assumptions

The documentation that makes up the Lab's Cyber Security Program Plan (CSPP) includes the following:

- A. For each of the ten enclaves:
 - a. Business Impact Statement
 - b. Contingency Plan

These documents address disruptions in IT and to a lesser extent business services as the result a minor or major disaster.

2.2 Contingency Plan in the Event of a Major Disaster.

- A. Payroll can call our bank and instruct them to repeat the last payroll cycle (direct deposits).
- B. Procurement staff have been issued laptops that can be used off-site for purchasing operations.
- C. Backups of the business systems are stored in two locations on-site.
 - a. Tape Vault in CEBAF Center
 - b. A safe in the EEL
 - i. Backups of critical business data are also stored in a third location off-site.
 - c. In the event of catastrophic damage to the Lab's computing, the process would be as follows:

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- i. Facilities would procure a location for central business computing.
- ii. CNI would procure network connectivity to the location.
- iii. CNI/MIS would procure a minimum of hardware to get up and running:
 - 1. Terminal server
 - 2. Database server
 - 3. M IS web servers
 - 4. Networking hardware (switches, routers, etc.)
- d. CNI would set up machines and configure for remote access.
- e. MIS would install and restore databases, install Costpoint, and set up the web servers.
- f. Business staff could log on remotely to perform business operations.

3.0 Finance

3.1 General

A. Cash Draw from DOE Letter of Credit:

- a. This can be done from any computer that has web access. Also, in place is an interactive phone system as back up.

B. Accounts Payable:

- a. Pay all pending approved invoices in the system if advanced knowledge of catastrophic event is known (e.g. Hurricane).

See Computer Center Contingency Plan for computer systems and data restoration.

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3.2 Access

- A. Business staff can log on remotely to perform business operations via computer and for access to Letter of credit with the bank, there is interactive phone back up.
- B. Procurement Staff has been enabled with Laptops and may work remotely.

3.3 Cash Draw from DOE Letter of Credit

- A. This can be done from any computer that has web access.
- B. Also, in place is an interactive phone system as back up.

3.4 Accounts Payable

- A. Pay all pending approved invoices in the system if advanced knowledge of catastrophic event is known (e.g. Hurricane).
- B. Business staff can log on remotely to perform business operations via computer and for access
 - a. If systems are not available, checks can be completed manually.

3.5 Payroll

- A. File is uploaded to bank for each payroll.
- B. If computer systems are not available, the bank can be instructed to use the last payroll file on record for direct deposits.
- C. For the few employees still receiving checks, these will be completed manually.

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D. Follow the Payroll Checklist:

- a. Has payroll already been processed for the last timesheet period ended? If yes, then no action is necessary until the end of the next timesheet period. If no, and Payroll is not able to access Costpoint for processing, then:
 - i. Two to three days before the affected pay date, the Payroll Supervisor contacts the Payroll Accountant at 757-969-1505 to activate the latest payroll direct deposit disaster file through the Bank of America (BOA) Direct website
<https://direct.bankofamerica.com/Core/servlet/BofaDirect.BankofAmericaDirect.BankofAmericaDirectServlet?page=PgLogin>
 - ii. Payroll Accountant activates payroll direct deposit file through BOA Direct.
 - iii. Payroll Supervisor approves payroll direct deposit file through BOA Direct.
 - iv. If Payroll Supervisor has access to check stock, pay checks for the current employees (few in number) who do not have direct deposit are manually written and the Payroll Supervisor contacts the CFO at 757-344-5136 to coordinate manual signatures by either the COO or the Lab Director.
 - v. If no access to the check stock, the Payroll Supervisor contacts the CFO at 757-344-5136 to coordinate issuance of cashier's checks for the few non-direct deposit employees.
 - Either directly purchased at a BOA branch by authorized signer on the account, or

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- Calling BOA at 770-774-6544 for emergency manual issues.
- vi. Payroll Supervisor schedules the federal tax deposit for the payroll through the Electronic Federal Tax Payment System (EFTPS) website.
<https://www.eftps.gov/eftps/>
- vii. Payroll Supervisor schedules the Virginia state tax deposit for the payroll through Virginia's i-file website.
<https://www.business.tax.virginia.gov/VTOL/Login.seam>
- viii. Payroll Accountant schedules payments through BOA Direct for TIAA-CREF and TASC.
- ix. Payroll Supervisor approves and releases payments through BOA Direct for TIAA-CREF and TASC.
- x. Payroll Accountant schedules an account transfer through BOA Direct from the JSA Operating bank account to the JSA Payroll Account.
- xi. Payroll Supervisor approves the transfer through BOA Direct.
- xii. Payroll Supervisor draws down the necessary funds to cover the payroll costs on the JLab line of credit through the Automated Standard Application for Payments (ASAP) website.
<http://www.asap.gov>
- xiii. After access to Costpoint is restored, perform the following to record labor entries and adjust payroll.

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- Import the timesheets for the previous period into Costpoint again, so that the labor and payroll will match the direct deposit file that was processed.
- Process for labor and payroll as usual (no direct deposit file will be sent to BOA).
- In the current (new) timesheet period, reverse the dummy timesheets using a correcting timesheet type.
- Import the correct timesheets for the duplicated timesheet period from Time Collection into Costpoint using a correcting timesheet type.
- Process the current timesheets and correcting timesheets as usual in Costpoint.
- Make any necessary adjustments for the federal and state tax deposits.
- Make any necessary adjustments for the TIAA-CREF file.

xiv. For a mandatory evacuation, Payroll should take the following:

- Bank of America safe-pass card
- Bank of America digital certificate (Payroll Supervisor currently has at home already)
- New employee paperwork
- Check stock
- Printout of employee earnings report (summary)

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E. Cash Disaster Recovery

- a. When notified by the Accounts Payable Supervisor or the Accounting Manager, the Payroll Supervisor logs the amount needed for accounts payable checks on manual check register.
- b. The Payroll Supervisor logs the amount needed for Payroll costs on manual check register.
- c. The Payroll Supervisor draws down the necessary funds from the JLab line of credit through the Automated Standard Application for Payments (ASAP) website (<http://www.asap.gov>) and logs this amount in the manual check register.
- d. The Payroll Supervisor monitors cash activity using the Bank of America Direct website.
<https://direct.bankofamerica.com/Core/servlet/BofaDirect.BankofAmericaDirect.BankofAmericaDirectServlet?page=PgLogin>
- e. For a mandatory evacuation, the Payroll Supervisor should take the following for cash management:
 - i. Bank of America safe-pass card
 - ii. Bank of America digital certificate (Payroll Supervisor currently has at home already)
 - iii. Print out of current check registers
 - iv. Cash receipts

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3.6 Procurement

3.6.1 From the Procurement Operations Manual Part 40

- A. Procurement staff has been enabled with laptops and may work remotely.
- B. Requisitions and purchase orders can be issued using this remote capability. If access isn't available, requisitions and purchase orders may be issued in hard copy and subsequently input into the system when access is restored. Emergency procurement actions taken without a requisition will advise the requester that an approved purchase requisition (including all required supporting documentation) is required to be issued to the Procurement Department within 72 hours following the emergency request (as soon as systems are restored).
- C. Procurement and other JLab staff are issued P-cards and are encouraged to use these to procure supplies and services in recovery situations, to the extent of their authority.
- D. General (40.1)

An emergency is an unplanned event that significantly disrupts normal operations, or cannot be managed by routine response, or requires a quick and coordinated response across multiple departments or divisions.

 - a. The Procurement Department website provides guidance for processing emergency procurement needs.
 - b. The buyer/subcontracting officer shall notify the Procurement Director if a PR for an emergency requirement is not received within the 72 hour requirement.
 - c. Awards for an emergency requirement shall be adequately documented to justify the basis for the emergency action taken.

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E. Emergency Requests (40.2)

- a. Procurement staff shall respond immediately to an emergency requirement from JSA/JLab Staff, even if a purchase requisition has not been generated in the Maximo system.
- b. If an action is taken without a corresponding purchase requisition, the buyer/subcontracting officer should advise the requester that an approved purchase requisition (including all required supporting documentation) is required to be issued to the Procurement Department within 72 hours following the emergency request.

F. Emergency Procurement Tools and Systems (40.3)

The Emergency Procurement Procedures provide detailed instruction and information for use in an emergency situation or where normal operating systems are unavailable.

G. Procurement Sourcing Guidance (40.4)

- a. While it is incumbent upon the buyer/subcontracting officer to respond immediately to an emergency request, the buyer/subcontracting officer should utilize the sourcing techniques identified below to expedite response time. If the response to an emergency request exceeds the buyer/subcontracting officer's warrant authority, and the appropriate level approval cannot be obtained, the buyer/subcontracting officer shall proceed with the action and will have the action certified by the appropriate level individual at the first opportunity.
 - i. Procurement staff and other authorized users are encouraged to maximize the use of credit cards, within the limits of their authority. All Credit Card purchases shall be tracked on the attached Credit Card Purchase Log if the web-based system is not available. If increased Buyer Credit Card Authority is required, contact the Purchase Card Administrator or alternate.
 - ii. If the required supplies or services are within the scope of existing Subcontracts, Basic Ordering Agreements (BOA's), or other appropriate existing subcontract vehicle, the buyer/subcontracting officer should utilize these subcontract vehicles to the maximum

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extent practicable. A list of existing agreements is contained in both the Buyer and Department Emergency Procurement Kits.

iii. While buyer/subcontracting officer should attempt to obtain competition where practicable, buyers may liberally use the authority in Section 6.4(b) to award non-competitive procurements as needed.

b. Buyer/subcontracting officers are authorized to enter into undefinitized orders and subcontracts, when it is not practicable to definitize all terms prior to award. Undefinitized actions should, where practicable, include a not to exceed amount. All undefinitized sub-contracts and orders will be formalized, in accordance with normal procedures, as soon as practicable after normal laboratory operations are resumed.

H. Approvals (40.5)

DOE approvals during an emergency, the buyer/subcontracting officer may contact the DOE TJSO Contracting Officer.

3.6.2 Procurement Checklist

A. Procurement Manager notified of disaster prohibiting site/IT access

- a. Procurement Manager immediately contacts CFO/Budget officer to establish funding authorization/limitation for emergency procurements.
- b. Procurement Manager initiates Procurement Calling Tree.
 - i. Contacts Facilities Manager, CIO, and Accelerator Ops Manager to discuss/determine acquisition needs, and provide procurement contact numbers in the event additional emergency procurement needs arise.
 - ii. After completion of above, Procurement Manager contacts each Procurement Group Manager to advise Project/Org funding availability/constraints and description of procurement needs indicated by contacts under b, above.

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- c. Upon notification from Procurement Manager (see b.i) Procurement Group managers contact subordinate staff to assign responsibility for processing emergency procurements.
- d. Buyers/Subcontracting Officers call PCard Bank to activate assigned PCards (if not activated previously.)
- e. Buyers/subcontracting officers initiate required procurement actions to satisfy requirements determined under b. (utilizing existing BOA's, subcontracts and PCards whenever reasonably possible.)
 - i. Buyers/subcontracting officers report procurement problems to Group Manager for resolution if needed.
 - ii. Buyers/subcontracting officers report procurement status to the cognizant Requestor/SOTR.
 - iii. Buyers/subcontracting officers report total procurement dollars awarded at the end of the day to the Group Manager
- f. At close of business (COB) for that day, Procurement Group Managers report status of procurement actions including total dollars awarded and pending awards to the Procurement Manager
- g. At COB, PCard Organization Program Coordinator (OPC) accesses Bank's website to determine total of daily decentralized PCard purchases made by JLab staff.
- h. At COB, OPC reports daily decentralized PCard purchases to Procurement Manager
- i. Procurement Manager provides status to CFO at conclusion of each work day and determines if CFO funding approval is needed to effect additional emergency requirements.

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- B. Procurement Manager notified of disaster with limited site IT access (assumes Maximo system operating- otherwise see paragraph 3.6.2.A, above).
- a. Procurement Manager contacts CFO, Facilities Manager, CIO and Accelerator Operations Manager to determine Procurement needs.
 - b. Procurement Manager utilizes Procurement Calling Tree to advise staff of current situation.
 - c. Procurement staff come to JLab to obtain Lap top PC's, forms and needed documents.
 - i. Procurement staff will work at home or other suitable workplace as directed by the Procurement Manager.
 - d. Procurement staff initiate contact with Requestor/SOTR to discuss procurement status and advise Purchase Requisition is needed within 72 hours (if emergency purchases were made without an approved PR.).
 - i. Non-emergency PR's will only be processed after all emergency needs have been satisfied/processed.
 - ii. Buyer/subcontracting officer notifies Procurement Manager if PR was not submitted within 72 hours of the emergency request.
 - e. Procurement Manager provides status to CFO at conclusion of each work day and determines if CFO funding approval is needed to effect additional emergency requirements.

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APPENDIX B: DISASTER RECOVERY CONTINUITY ACTION LIST

Action	Responsible Person(s)	Affiliation	When Action Taken	Resources Needed	Where Action Taken	Documents new Location
Prenotification of disaster situation (i.e. hurricane)						
Return to site estimated < two weeks						
Vouch Stipend check requests	Travel Staff		By the end of the last work day		On-site	
Vouch all invoices and travel expense reports on hand and post	A/P & Travel Staff		By the end of the last work day		On-site	
Print Checks for all payments due within 3 weeks	A/P Clerk		By the end of the last work day		On-site	
Draw down off the Letter of Credit	Payroll Supervisor		By the end of the last work day		On-site	
Postmark Checks	Shipping & Receiving		By the end of the last work day		On-site	
Make Deposit of receipts on hand	Staff Accountant		Afternoon of last day worked		On-site	Payroll Supervisor's File
Return to site estimation >= two weeks						
Request Future Stipend check request forms from Divisions in semi-monthly increments	Travel Supervisor					
Vouch Stipend check requests and select separate check for each payment	A/P Clerk					
Vouch all invoices and travel expense reports on hand and post	A/P Staff & Travel Staff					
Print Checks for ALL invoices already vouched in Costpoint; select separate check for each payment.	A/P Supervisor & Clerk		Upon notification of shut-down		On-Site	
Draw down off the Letter of Credit	Payroll Supervisor					
Separate the stipend checks and hold future period checks.	A/P Supervisor		Upon check matching		On-Site	Accounting Manager
Postmark Checks	Shipping & Receiving		Upon receipt		On-Site	
Mail Stipend checks according to due dates	Accounting Manager				IT Temporary Station / Home	
Petty Cash - Physical Cash Count & reconciliation	Staff Accountant & Accounting Mgr		Upon Notification		On-Site	
Petty Cash removed from site	Accounting Manager		Upon completion of audit		On-site	IT Temporary Station / Home
Make Deposit of receipts on hand	Staff Accountant		Afternoon of last day worked			Payroll Supervisor's File
Change postal address to forwarding IT Temporary working Station	Accounting Manager		TED			
Process New Invoices	A/P Supervisor			A/P Staff	IT Temporary Station / Home	IT Temporary Station / Home
Process Travel Vouchers	Travel Supervisor			Travel Staff	IT Temporary Station / Home	IT Temporary Station / Home
Immediate evacuation (Time permitting)						
Recovery of Unpaid Invoice Hard copies - Unvouchered	A/P Supervisor		Upon notification of evacuation	A/P Staff	On-Site	A/P Supervisor's Car
Recovery of Unpaid Invoice Hard copies - Vouchered	A/P Supervisor		Upon notification of evacuation	A/P Staff	On-Site	A/P Supervisor's Car
Recovery of Unpaid Expense Rpts Hard copies - Unvouchered	Travel Supervisor		Upon notification of evacuation	Travel Staff	On-Site	Travel Supervisor's Car
Recovery of Unpaid Expense Rpts Hard copies - Vouchered	A/P Supervisor		Upon notification of evacuation	A/P Staff	On-Site	A/P Supervisor's Car
Custody of Check Stock to Accounting Manager	A/P Clerk		Upon notification of evacuation			IT Temporary Station / Home
Custody of Signature Plate & Check Log	FS Accountant		Upon notification of evacuation			IT Temporary Station / Home
Custody of Petty Cash Box	Accounting Manager		Upon notification of evacuation			IT Temporary Station / Home
Custody of Undeposited Cash, Deposit Slips, & Rubber Endorsement Stamps	Accounting Manager		Upon notification of evacuation			IT Temporary Station / Home
Print Trial Balance and Project Ledger Balance	Staff Accountant		Upon notification of evacuation		On-Site	IT Temporary Station / Home
Take Banking file, Password sheet, Combination Lock list, Banking Authority List	Accounting Manager		Prior to departure		On-Site	IT Temporary Station / Home
Take electronic copy and hard copy of last 53SM Report	Staff Accountant		Upon notification of evacuation		On-Site	IT Temporary Station / Home
Deposited but unrecorded Cash Receipt File	Payroll Supervisor		Upon notification of evacuation		On-Site	IT Temporary Station / Home

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Documents new Location	Where Action Taken	Resources Needed	When Action Taken	Affiliation	Responsible Person(s)	Action
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	A/P Supervisor	<p>Before IT is Restored</p> <p>Recovery of Unpaid Invoice Hard copies - Unvouchered</p> <p>Recovery of Unpaid Expense Rpts Hard copies - Unvouchered</p> <p>Recovery of Unpaid Expense Rpts Hard copies - Vouchered</p> <p>Recovery of Cash Receipts, deposit slips, & endorsement Stamp</p> <p>Prepare Unpaid AP Invoice Blue Sheets</p> <p>Prepare Unpaid Travel Vouchers Green Sheets</p> <p>Approve Travel Vouchers</p> <p>Write manual checks</p> <p>Approve manual checks</p> <p>Custody of Check Stock to Accounting Manager</p> <p>Custody of Signature Plate & Check Log</p> <p>FS Accountant</p> <p>A/P Clerk</p> <p>IT Temporary Station</p>
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	Travel Supervisor	<p>Travel Supervisor</p> <p>Staff Accountant</p> <p>FS Accountant</p> <p>A/P Clerk</p> <p>IT Temporary Station</p>
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	Travel Clerk	<p>Travel Clerk</p> <p>A/P Lead</p> <p>Accounting Manager</p> <p>IT Temporary Station</p>
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	IT Temporary Station	<p>Within 7 days</p> <p>After checks have been printed and validated</p> <p>IT Temporary Station</p>
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	COO, Lab Director <p>IT Temporary Station</p>	<p>CDO, Lab Director</p> <p>IT Temporary Station</p>
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	Staff Accountant <p>A/P Supervisor</p> <p>IT Temporary Station</p>	<p>Record manual transactions into Costpoint</p> <p>Validation of database balances (T/R, Project/Ledger Balance)</p> <p>Staff Accountant</p> <p>A/P Supervisor</p> <p>A/P Clerk</p> <p>IT Temporary Station</p>
IT Temporary Station	IT Temporary Station	Manual or Computer	IT Temporary Station	IT Temporary Station	IT Temporary Station	<p>Proceed as usual</p> <p>Proceed as usual</p> <p>IT Temporary Station</p>

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APPENDIX C: CFO AND BUSINESS OPERATIONS ESSENTIAL PERSONNEL

NAME	OFFICE	CELL	PAGER	HOME
JOE SCARCELLO	757-269-7027	757-344-5136	NA	
MARK WAITE	757-269-7532	757-291-4160	NA	
PAM TURK	757-269-5370	757-286-2925		
JANET SMITH	757-269-7503	NA	NA	

Essential Personnel

(Home numbers confidential unless otherwise noted)

ENGINEERING DIVISION				
	OFFICE	PAGER	CELL PHONE	HOME
DIVISION MANAGEMENT				
Will Oren	7344	584-7344	871-1922	
Bill Merz	5836	584-5836	871-0950	
Gayle Coleman	7712	584-7712		
CRYOGENICS				
Dana Arenius	7276	584-7276	876-1765	
Rao Ganni	7245	584-7245		
Jonathan Creel	5925	584-5925		
Pete Knudsen	5436	584-5436		
MECHANICAL ENGINEERING				
Mark Wiseman	7289	584-7289	812-1521	
INSTALLATION / VACUUM				
Neil Wilson	7265	584-7265	876-2294	
John Heckman	6251	584-6251		
MACHINE SHOP				
Dave McCay	7300	584-7300		
Casey Apeldoorn	5906	584-5906		
ELECTRICAL SYSTEMS				
Bill Merz	5836	584-5836	871-0950	
Ron Lauze	7186	584-7186	810-2759	
Omar Garza	7257	584-7257		
Kelly Mahoney	7024	584-7024		